

**RAVENNA TOWNSHIP BOARD OF TRUSTEES**  
**MINUTES OF SPECIAL MEETING OF NOVEMBER 15, 2024**

The Ravenna Township Board of Trustees met in Special Session at the Ravenna Township Trustee's Meeting Room, 6145 Spring Street, Ravenna, Ohio, on November 15, 2024. Trustee Jim DiPaola called the meeting to order at 4:42 P.M.

Roll call showed the following present: Trustees Vince Coia, Jim DiPaola, and Hank T. Gibson, Fiscal Officer Gail Pittman, Fire Chief Dave Moore, Fire Dept. Liaison Mark Kozak. In the audience was firefighters Jason Myers, Matt Frawley, and Zach Heffley.

The purpose of the Special Meeting is to enter into executive session to discuss fire department employment, compensation and collective bargaining agreement negotiations.

Before executive session, Fire Chief Dave Moore requested to speak. He announced that because of recent emergency family situations he has found himself in a position where he needs to make some changes in his life. One of these changes is that he has resigned his position as fire department chief for Ravenna Township. He stated that this has been a very difficult decision, but one he felt necessary to take. He thanked the department, the trustees, and residents of the township for their support during his tenure.

Pursuant to R.C 121.22(g) Executive Session was requested for the purpose of discussing collective bargaining agreement negotiations, employment and compensation.

A motion by Hank T. Gibson, seconded by Vince Coia to suspend Regular session at 4:49 pm. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed. Motion Passed.

A motion by Vince Coia seconded by Hank T. Gibson to enter Executive session at 4:49 pm R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

Attendance: Vince Coia, Hank Gibson, Jim DiPaola, Gail Pittman, Dave Moore, Mark Kozak and joining later was Heather Sweitzer.

Returned to open session at 7:20 pm.

**RES 24-154** A motion by Hank T. Gibson, seconded by Vince Coia to accept the 30-day resignation of Fire Chief David Moore effective November 10, 2024, with his last employment date being December 10, 2024 further, he is relinquishing day to day operations as expressed in his resignation letter. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES 24-155** Hank T. Gibson moved the adoption of the following resolution:  
**WHEREAS**, The current Ravenna Township Fire Chief David Moore has submitted his resignation from his position. Because of an emergency situation, he has relinquished his command responsibility immediately.  
**WHEREAS**, It is critical to have leadership and direction in the fire department and the need for an Acting Fire Chief is necessary.  
**THEREFORE**, The trustees hereby appoint Captain Heather Sweitzer as Acting Fire Chief effective immediately with an increase of \$2.50 per hour for this assignment until a Fire Chief is appointed by the Board of Trustees.  
Vince Coia seconded the motion, and the roll call was as follows:  
R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES 24-156** A motion by Hank T. Gibson, seconded by Jim DiPaola to assign unit 2400, the Fire Chief vehicle to Captain Heather Sweitzer effective immediately. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**RES 24-157** A motion by Hank T. Gibson, seconded by Vince Coia to increase Fire Dept. Liaison, Mark Kozak's bi-weekly salary to \$2,100.00 effective immediately in recognition of his increased workload for administrative functions of the Fire Department during this time and until a Fire Chief is appointed. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

**ADJOURNMENT**

A motion by Hank T. Gibson, seconded by Vince Coia to adjourn the meeting at 7:41 pm. R/C: Vince Coia, yes; Jim DiPaola, yes; Hank T. Gibson, yes. Motion Passed.

ATTEST:

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CHAIR

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TRUSTEE

\_\_\_\_\_  
FISCAL OFFICER

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TRUSTEE